

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Accountant Trainee / Accounting Analyst (State Accounting Section)
Position #:	051-420-4179-XXX 051-420-4582-XXX
Salary Range:	\$3240-\$3751 \$3106-\$4670
Issue Date:	October 9, 2008
Contact:	Candace Martin (916) 324-1867
Location:	Accounting & Reporting 3301 C Street, Suite 500 Sacramento, CA 95816
Final Filing Date:	(Statewide) October 23, 2008

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Accounting & Reporting
ATTN: Candace Martin
3301 C Street, Suite 500
Sacramento, CA 95816

Please write "Counties (SAS)" on your application, and attach a copy of your list eligibility. Applications without this information may be rejected.

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is the destination employer within the State of California.

Scope of the Position:

With direction provided by an Accounting Administrator I (Supervisor), and utilizing a knowledge of the laws of the State of California, fiscal accounting rules and regulations contained in the State Administrative Manual, governmental accounting principles, and procedures prescribed by the State Controller's Office, or as required by law, the incumbent will perform professional accounting work as needed to meet the cyclical nature of the assignments. Specific duties include but will not be limited to the following:

DUTIES WILL COMMENSURATE WITH LEVEL HIRED

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Process remittance advices from Counties to ensure accurate posting of revenues to various state funds/agencies and the timely recording in the State's Fiscal System. Advise agencies on the appropriate accounts to use based on the code section and/or type of fine/fee revenue.
- Provide analytical assistance in processing remittance advices from counties. Communicate with county accounting personnel to resolve specific accounting issues and explain rules and/or procedures.
- Calculate penalties on delinquent remittances based on applicable laws. Notify counties or the Administrative Office of the Courts (AOC) requesting payment. Monitor penalties to ensure appropriate follow-up and collection.
- Analyze enacted legislation for impact to county remittances and penalties. Based on analysis, revise the TC-31 and county revenue code listing for new revenues. Communicate changes to the counties
- Participate in analysis of program to develop procedures and an overall understanding of the various aspects of the program. Prepare written procedures and any necessary illustrations

Desirable Qualifications:

- Excellent communication skills
- Ability to establish and maintain cooperative working relationships
- Good work habits, attendance, and attitude
- Familiarity with Microsoft Word, Excel, Access, and Outlook
- Initiative, tact, and diplomacy

Amenities:

- Free Parking
- On-Site ATM
- Career Advancement Opportunities
- Close Freeway Access